

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

ASB
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Ministry:

Health and Quality of Life

Post:

Health Care Assistant (Haemodialysis)

Salary:

Rs 5,250 X 125 – 5,375 X 150 – 6,425 X 175 – 6,950 X 205 –
7,770 X 300 – 10,470 (HNR 4)

Effective Date:

10 April 2003

Qualifications:

A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

Note

For the first intake, consideration will be given to the employee holding appointment as Nursing Auxiliary at the National Trust Fund for Renal Dialysis Treatment.

Duties:

1. To be responsible to the officer in charge of the Haemodialysis Unit for -
 - (a) carrying out any activity in connection with personal hygiene and welfare of patients;
 - (b) making of beds and special beds;
 - (c) shaving of patients before operation;
 - (d) serving of meals and feeding of patients;
 - (e) assisting in giving care to incontinent and unconscious patients;

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CERTIFIED CORRECT

[Signature]
for Secretary for Public Service Affairs

Date..... 10 APR 2003

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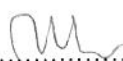
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- (f) giving to and removing from patients sanitary utensils;
- (g) cleaning and sterilising syringes, needles and dressing equipment;
- (h) cleaning of pharmacy box, medicine – cupboard, dressing trolleys and helping nursing personnel in ensuring cleanliness and tidiness of wards and units, patients' lockers, linen, cupboard, etc.;
- (i) preparing dressing materials for sterilisation;
- (j) assisting nursing personnel in nursing procedures;
- (k) observing and reporting to the officer in charge of the Unit any abnormality regarding stools, urine, vomitus, sputum and body excretions;
- (l) accompanying or escorting patients to X-ray, physiotherapy section, Laboratory, Operation Theatre and any other department or hospital/health institutions;
- (m) assisting in the control of clean and soiled linen;
- (n) participating in group psychotherapy and health education as well as recreational activities oriented towards patients welfare;
- (o) ensuring that patients' belongings are properly kept in appropriate places;

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- (p) helping in the custodial care of patients;
- (q) taking to or bringing from other departments any documents, specimens, drugs, etc., as requested by the Nursing Staff;
- (r) ushering in of patients; and
- (s) helping in last offices and accompanying corpses which are transferred from units/wards to mortuary.

2. To perform such cognate duties as may be assigned.

NOTE

1. The Health Care Assistant (Haemodialysis) will be required to work on a shift system, covering a 24-hour service including night duty and work on Sundays, Public Holidays and officially declared cyclone days.
2. The Health Care Assistant (Haemodialysis), through his/her direct and continuing contact and communication relationship with the patient and other colleagues, will be called upon to play an important role in the health team in assisting to create a happy and sane environment and to provide health care and service support and solace in the clinical setting.



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